

## Residential Child Care Licensing Background Check FAQ

	<b><u>Fingerprints with state background check - CRRA</u></b>	<b><u>Household &amp; Personnel Form (H&amp;P)</u></b>	<b><u>State Background Check ONLY CRRA - Criminal Record Release Authorization</u></b>
<b>Who</b>	<u>ALL</u> direct care and program staff or those who have regular contact with children (including volunteers), and household members 17 and older.	All direct care and program staff and household members (including volunteers).	New staff and household members (17 and older) who completed their fingerprints within the previous 3 years (including volunteers).
<b>What other background checks are accepted?</b>	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.	N/A	Only when processed for DHHS in New Hampshire i.e., CCLU, Child Development Bureau or Foster Care.
<b>When</b>	<ul style="list-style-type: none"> <li>Before an offer of employment</li> <li>Date added to household</li> </ul>	<ul style="list-style-type: none"> <li>On or before the first day of employment</li> <li>When added to the household</li> </ul>	Prior to the offer of employment <b><i>IF</i></b> fingerprints were done in previous 3 years.
<b>How Often</b>	Every license renewal or 3 years, whichever comes first.	Every license renewal	Every license renewal
<b>Which forms do I have to turn in?</b>	<ul style="list-style-type: none"> <li>H&amp;P</li> <li>State CRRA Form</li> <li>Type of Prints                             <ul style="list-style-type: none"> <li>Live Scan (electronically sent from PD)</li> <li>Inked (mailed by you)</li> </ul> </li> <li>Payment (\$22.25)</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;P</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;P</li> <li>CRRA</li> <li>Payment (\$7.50)</li> </ul>
<b>Where do I send forms?</b>	<ul style="list-style-type: none"> <li>Type of Prints                             <ul style="list-style-type: none"> <li>Live Scan (electronically sent from PD)</li> <li>Inked (mailed by you to State Police)</li> </ul> </li> </ul>	Child Care Licensing 129 Pleasant Street Concord, NH 03301	State Police 33 Hazen Drive Concord, NH 03301
<b>Cost</b>	\$22.25		\$7.50
<b>What do I need on file at my program?</b>	<ul style="list-style-type: none"> <li>Receipt from location where fingerprints were done.</li> <li>Copy of submitted CRRA and H&amp;P</li> </ul>	Returned H&P showing all staff and household members who have been cleared by CCLU.	Copy of submitted CRRA and H&P
<b>Can a person work/volunteer in the program before results are received?</b>	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c	Yes, with a signed affidavit as outlined in RSA 170-E:29 III a-c

\*Direct Care Staff per He-C 4001.01(o), Household Members per He-C 4001.01(u), Program Staff per He-C 4001.01(aj) Including volunteers and paid staff.

Forms can be found at <http://www.dhhs.nh.gov/oos/cclu/>

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